



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 07/22/2016	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ACADEMIC/BEHAVIORAL COUNSELOR ASSIST</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the direction of the Administrator, the Academic Counselor/Behavioral Counselor Assistant attends all educational, social and recreational meetings as well as other school activities. Visit three separate schools daily and serves as the liaison between the school, parent and the dormitory. Serves as the Assistant to the Behavioral Counselor for the Intense Residential Guidance program, and drug and alcohol counseling for students in grades 1-12.
Principal Duties and Responsibilities:	<p>Works with the Administrator, Administrative Assistant and Behavioral Counselor in the process of applications for student enrollment. Provide assistance to behavioral counselor in placement of students needing counseling or outside referrals. prepare and maintain case histories, summaries of students and other relevant data for professional use.</p> <p>In the public school, ensure proper enrollment, attendance and guidance. Assists the public school in interpreting the needs of the students based on test scores, cultural backgrounds, talent, interests, capabilities and behavioral problems.</p> <p>Attend all parent-teacher conferences, IEP meetings, individual guidance in needed for the student, attend disciplinary conferences, attend classroom activities to observe student actions, obtain knowledge of student-teacher relationships.</p> <p>The Eufaula Public School System consists of three (3) separate schools which must be visited at least once a day and serves as the liaison between the school, parent and dormitory. Keeps up-to-date reports of findings from these visits.</p> <p>Set up tutorial program for students in need of assistance in the completion of their public school work.</p> <p>Serves as the financial planner for extracurricular activities that dormitory students are involved in at the public school, such as band activities, FFA, FHA, Football, Basketball, Baseball, picnics, class trips, Spanish, French, etc.</p> <p>Provide assistance to behavioral counselor in placement of students needing counseling or outside referrals. Prepare and maintain case</p>



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	<p>histories, summaries of students and other relevant data for professional use.</p> <p>Assists Behavioral Counselor in on-site individual and group counseling services to Eufaula Dormitory students including interviews, screens, and identifies personal problems in order to assess residents mental health needs and to determine appropriate mental health social services.</p> <p>Assists in developing, maintaining, and updating forms for interviews, progress notes, release of information parental consent and other reporting needs.</p> <p>Review daily the dormitory log books and make entries as needed.</p> <p>Consults with faculty, residential staff, and parents the behavioral and adjustment needs of individual residents.</p> <p>Knowledgeable about government and community mental health/social services available to residents.</p>
Minimum Requirements:	Bachelor's Degree in Education with two years' experience in Academic Advisement
Preferred Requirements:	Master's Degree in Education 5 years' experience in Academic advisement. Knowledge and understanding of the public school system. Licensed Professional Counselor (LPC)
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.



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#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☐ Up to 50 lbs.      ☐ Up to 100 lbs.      ☐ Over 100 lbs.

☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                  | <input type="checkbox"/> Loud Noise                 |

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.